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# St. Giles' Church of England Primary School (VA)

## This is St Giles' C of E Primary School Publication Scheme on information available under the Freedom of Information Act 2000

### 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

### 2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at [www.stgiles.herts.sch.uk](http://www.stgiles.herts.sch.uk)

Email: [admin@stgiles.herts.sch.uk](mailto:admin@stgiles.herts.sch.uk)

Tel: 01707 642170

Contact Address: Blanche Lane, South Mimms, Herts, EN6 3PE

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

### 3. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

### 4. Classes of Information Currently Published

<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	(hard copy and/or website)	Free for standard second class postage
<ul style="list-style-type: none"> <li>• <b>Instrument of Government</b> The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</li> <li>• <b>School prospectus</b> The statutory contents of the school prospectus, as follows: <ul style="list-style-type: none"> <li>- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li> <li>- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li> </ul> <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> </li> <li>• <b>Annual Report</b> Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.</li> <li>• <b>Governing Body</b> The names, and contact details of the governors should be available and the basis on which they have been appointed.</li> <li>• <b>School session times and term dates</b> Details of school session times and dates of school terms and holidays.</li> <li>• <b>Location and contact information</b> The address, telephone number and website for the school together with the names of key personnel.</li> </ul>		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 2 - What we spend and how we spend it</b>            Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.            Current and previous two financial years as a minimum.</p>	<p>(hard copy and/or website)</p> <p>For requests that will take longer than half an hour to prepare a charge of £25 per hour will be incurred</p>	<p>Free for standard 2<sup>nd</sup> class postage or £25.00 per hour</p>
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b>            Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</li> <li>• <b>Capital funding</b>            Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</li> <li>• <b>Additional Funding</b>            Income generation schemes and other sources of funding.</li> <li>• <b>Procurement and contracts</b>            Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> <li>• <b>Pay policy</b>            The statement of the school's policy and procedures regarding teachers' pay.</li> <li>• <b>Staffing and grading structure</b></li> <li>• <b>Governors' allowances</b>            Details of allowances and expenses that can be claimed or incurred.</li> </ul>		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 3 - What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews.  Current information as a minimum</p>	<p>(hard copy and/or website)   For requests that will take longer than half an hour to prepare a charge of £25 per hour will be incurred</p>	<p>Free for standard 2<sup>nd</sup> class postage or £25.00 per hour</p>
<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <ul style="list-style-type: none"> <li>• <b>School profile</b> <ul style="list-style-type: none"> <li>- Government-supplied performance data</li> <li>- Summary of latest Ofsted report*</li> <li>- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community  (* the full Ofsted report should also be available.)</li> </ul> </li> <li>• <b>Performance management information</b>  Performance management policy and procedures adopted by the governing body.</li> <li>• <b>Schools future plans</b>  Any major proposals for the future of the school involving, for example, consultation or a change in school status.</li> <li>• <b>Child protection</b>  The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</li> </ul>		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 4 - How we make decisions</b>            Decision-making processes and records of decisions.            Current and previous three years as a minimum.</p>	<p>(hard copy and/or website)</p> <p>For requests that will take longer than half an hour to prepare a charge of £25 per hour will be incurred</p>	<p>Free for standard 2<sup>nd</sup> class postage or £25.00 per hour</p>
<ul style="list-style-type: none"> <li>• <b>Admissions policy / decisions</b>            The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</li>   <li>• <b>Minutes of meetings of the Governing body and its sub-committees</b>            Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</li> </ul>		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 5 - Our policies and procedures</b>            Current written protocols, policies and procedures for delivering our services and responsibilities.            Current information only.</p>	<p>(hard copy and/or website)</p> <p>For requests that will take longer than half an hour to prepare a charge of £25 per hour will be incurred</p>	<p>Free for standard 2<sup>nd</sup> class postage or £25.00 per hour</p>
<ul style="list-style-type: none"> <li>• <b>School policies</b>            This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</li> <li>• <b>Pupil and Curriculum policies</b>            This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education and pupil discipline.</li> <li>• <b>Records management and personal data policies</b>            This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</li> <li>• <b>Equality and diversity</b>            This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</li> <li>• <b>Policies and procedures for the recruitment of staff</b>            If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</li> <li>• <b>Charging regimes and policies</b>            Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.</li> </ul>		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 6 - Lists and registers</b> Currently maintained list and registers only, where GDPR permits</p>	(hard copy and/or website) For requests that will take longer than half an hour to prepare a charge of £25 per hour will be incurred	Free for standard 2 <sup>nd</sup> class postage or £25.00 per hour
<ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b> Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</li> <li>• <b>Disclosure logs</b> If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</li> <li>• <b>Asset register</b> We would expect some information from capital asset registers to be available, if such registers are held.</li> <li>• <b>Any information the school is currently legally required to hold in publicly available registers.</b></li> </ul>		
<p><b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>		
<p>Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> <li>• <b>School publications</b></li> <li>• <b>Services for which the school is entitled to recover a fee, together with those fees</b></li> <li>• <b>Leaflets, booklets and newsletters.</b></li> </ul>		

*Our website is at* [www.stgiles.herts.sch.uk](http://www.stgiles.herts.sch.uk)

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mr Keith Smithard, Head Teacher. If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

*Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF*

Or Enquiry/Information Line: 01625 545 700, E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

## FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information, ensure that the personal information is removed by applying the redaction procedure. All information released should comply with GDPR.
- Consider whether the request is vexatious or repeated

### **Remember**

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

This document will be reviewed annually.



**St Giles' C of E Primary School**

**Freedom of Information Publication Scheme**

**Annex A – Further documents held by the school**

Name of Document

Description